

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: NEW JTPD WEB ITEM—RESOURCE INFORMATION CENTER

The purpose of this information bulletin is to announce a new item on the Job Training Partnership Division's (JTPD) web page. We have added a resource information center on the employment and training community page located at:

<http://www.edd.cahwnet.gov/jtpaetc.htm>.

The resource information center provides a central repository for frequently used documents that are issued under directives and information bulletins. Documents are organized by major categories, such as applications, plans, report forms, and reference documents to make it easier to locate items for a specific purpose. Documents intended for the user to complete will be available in Microsoft Word 6.0 as a single document, containing instructions and forms, and as individual forms. This new feature will allow the user to download, print, fill-in, edit, and save the document to their personal computer. Other documents intended for reference only, such as state-level plans, will be available for viewing and printing.

The first item is the Title IVC Veterans Solicitation for Proposal. Other items, such as the Title III Rapid Response Application will be added as soon as possible. Additionally, "Frequently Asked Questions" (FAQ) on resource information center items has been added to assist you with using the documents (see attachment).

If you have any questions or need assistance with this new web page item, please contact Lynora Sisk with the Program Management Statewide Support Unit or Cindi Tindall with the Policy Unit at the following phone numbers or e-mail addresses:

CONTACT

Lynora Sisk
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/S/ BILL BURKE
Assistant Deputy Director

Attachment

Resource Library
Frequently Asked Questions

1. Q: My browser gives me an error message that it can't handle the format of the document. What do I need to view documents on this page?

A: Documents are in portable document format (PDF) and/or Microsoft Word 6.0 document (doc). You will need to have Adobe Reader loaded to view documents that are in PDF. You can find the Adobe Acrobat Reader at <http://www.adobe.com/proindex/acrobat/readstep.html>.

2. Q: I'm not familiar with downloading and installing software. How do I install the Acrobat Reader?

A: Adobe has prepared complete installation instructions for the Acrobat Reader software on their site. It is a good idea to print those pages so you have the instructions handy while you install their software.

3. Q: I want to configure the Acrobat Reader into my browser so that I can view the documents while I'm still on the Web. Can I do that?

A: Yes, you can install the Acrobat ReaderVersion3 as a plug-in, previous versions were installed as a helper application for most browsers. The Adobe site has instructions for installing the Acrobat Reader.

4. Q: How do I download a form?

A: You must have Microsoft Word version 6.0 or a more recent version. When you select and open the form, you will have capabilities to print, fill-in, edit and save. To save the file permanently, be sure to do a save as and rename the document. Otherwise it may be saved to temporary files and be difficult to find.

5. Q: How do I edit and fill in the form?

A: JTPD forms utilize Microsoft Word tables, form fields and check boxes. The forms are protected to enable the form field navigation feature. This feature allows you to use the tab key to move through the form and enter data. When you open a form, your cursor should be in the first field that requires data. Should you need to unprotect the form, go to "Tools" "Unprotect Document." Please note: if you unprotect the documents, the field navigation feature will be disabled until the document is re-protected.

6. Q: How do I find the form I need?

A: Forms are all numbered by the Directive or Information Bulletin they were issued under. You can search for numbers or text by using the search feature in your internet browser. In Netscape, click on "Edit," "Find in Page," in Microsoft Explorer, click on "Edit," "Find on this Page." Enter the text you are looking for and follow the on-screen instructions.

7. Q: I am still having trouble viewing or downloading forms. What should I do next?

A: Send an e-mail to JTPDLib@edd.ca.gov. The subject line must include the word "Download" and the following information should be included:

- ◆ Browser name (ex. Netscape)
- ◆ Browser version (go to Help, About to get this)
- ◆ Microsoft Word version (go to Help, About to get this)
- ◆ Description of the problem or error message.

8. Q: Do the documents have a table of contents or index feature?

A: Indexes are included for documents that are lengthy or complicated.

9. Q: How do I use the index feature?

A: The index feature is available in PDF documents that are lengthy or complicated. To view a document with an index, open the document in Adobe Reader, click on the "Bookmarks and Page" button, the index should appear on the left side of the screen. You can click on any of the index topics to navigate inside the document. For more information on the Adobe Reader toolbar, see the Help menu in Reader.

10. Q: Can I search for text in a PDF document?

A: You can search for text by using the Adobe Reader toolbar, click on the binocular icon and follow the on-screen instructions.